

**2002 Western Archives Institute
Hunsaker University Center
University of Redlands
1200 E. Colton Ave.
Redlands, CA 92373
(909) 335-4033**

All Students:

Location

The University of Redlands is located approximately 2 miles from the center of Redlands in a mostly residential area.

Classes:

Most classes will be held on the University of Redlands campus from 8:30 a.m. to 4:30 p.m., Monday through Friday. Transportation will be arranged for any site visits to repositories.

Special Events:

On Sunday, July 14th, the opening reception and dinner will be a casual barbecue on the grounds of the University of Redlands Alumni House. Participants will have an opportunity to meet one another as well as the Principal Faculty Member.

On Thursday evening, July 25th, participants will have an opportunity to meet archivists from local repositories, the California State Archives, and officers from the Society of California Archivists at a pizza party held in Melrose Hall's lounge area. It will be an informal opportunity to meet with practicing archivists and to share and seek information about the profession.

On Friday, July 26th, the program closing ceremonies and luncheon will be held in the University Club. During the closing ceremonies, participants will be presented with their certificates of completion. The closing program and lunch will conclude at approximately 1:30 p.m. All participants are expected to attend the closing ceremonies and luncheon.

Other special events may be scheduled.

Weather:

Redlands is located sixty-five miles east of Los Angeles in the foothills at an elevation of 1300'. Participants should be prepared for hot weather. Meeting places will be air conditioned, so a light sweater might be desired indoors. Redlands has an average maximum temperature of 99 degrees and average minimum temperature of 61 degrees in July, although unusually hotter weather can occur.

Parking:

Parking is available on campus parking, adjacent to Melrose Hall and is free to students.

Local Transportation:

While Omni Trans buses service the Redlands area and schedules are available at Hunsaker Center Campus Events Center, service is limited. The university's book center has essential sundries and snacks. The nearest shopping areas are several miles away. WAI will provide transportation to WAI scheduled program site visits for both resident and commuter students. Other than for program site visits, participants are advised that they may wish to provide their own local transportation. Occasional transportation will be provided to shopping areas on a scheduled basis. Alternatively, past participants have worked together to form carpools to go to local areas.

Airport Transportation:

Redlands is located twenty-five miles east of the Ontario airport. Major rental agencies offer car rental services at the airport. Shuttle service and taxicabs are also available.

A number of shuttle services serve Ontario Airport. The website for Ontario International Airport is: <http://www.airports.ci.la.ca.us/ont/ontframe.html>. Information on shuttle service is available under the category "door to door shuttles."

University of Redlands Information:

If you wish to find out more about the University of Redlands, you can visit their website at: <http://www.redlands.edu>

Resident Students:

Accommodations:

Participants requiring local accommodations will be housed at Melrose Hall, a dormitory on the University of Redlands campus. All rooms are air-conditioned and are either single or double occupancy. Rooms are furnished with twin beds, a desk, and chair. Each room has a closet with built-in drawers, basin/sink, vanity mirror, and medicine chest. Bathrooms in the hall are community style with separate shower and bath stalls. Residents receive a hand towel, bath towel and washcloth, sheets, a pillow with pillowcase, and one blanket. Participants will exchange used linen for clean linen at the end of the first week. It is suggested that participants bring an alarm clock and a table lamp. Rooms receive weekly cleaning, and are non-smoking.

The Melrose Hall has a large lounge area with community television and VCR, a full kitchen including refrigerator and stove, and a coin laundry facility (laundry soap is not provided). Please be advised that the kitchen does not include utensils.

WAI participants may check in any time between noon and 6:00 p.m. on Sunday, July 14th and are expected to check out on Friday, July 26th by 2:00 p.m., unless a late check out is requested and can be accommodated. Each student will be issued two keys upon arrival, one for the hall and one for their individual room. The refundable deposit for the keys is \$20.00 each with the deposit payable at check-in and refunded at check out.

Rates, which include meals, are approximately \$825 per person for single and \$700 per person for double occupancy. The cost is a package price, and there are no "per night" housing options. Recreational facilities available to resident students include an outdoor pool, gym, tennis courts, and volleyball courts,

and outdoor basketball courts. Pool and gym hours are limited. Further information will be available to those admitted to the program.

Meals:

Three daily meals are included with the accommodations package. Meals are served in the campus cafeteria, all you can eat, for the duration of the program (July 14-July 26). Meals are scheduled at specific times according to the cafeteria schedule.

Commuter Students:

Many of the best learning opportunities occur while networking with other participants during meals and in the evenings. Students are encouraged to take into account the highly intensive nature of the Western Archives Institute when deciding whether to be a resident or commuter student. You may wish to discuss your individual situation with the WAI Administrator or Assistant Administrator.

Meals and Transportation:

For commuter students not staying on campus, the non-resident package includes the program's special events, daily refreshments, and transportation to local repositories. The cost will be approximately \$75. Commuter students may either bring lunch or purchase lunches on campus on a daily basis.

Special Arrangements:

Participants who require special accommodations due to physical disability or their special needs should contact the Local Arrangements Coordinators.

Contacts:

For additional information, please contact:

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Please save this information for future reference.

More detailed information will be sent upon acceptance into the program.